

Vacancy – Temporary position as Policy Officer and Project Manager at the Embassy of Sweden to South Africa, Namibia, Botswana and Lesotho.

Sweden and South Africa enjoy a strong relationship and have a long history of bilateral collaboration. The Swedish Government promotes South African-Swedish exchanges through a range of activities, incl. seminars, events and social media campaigns. The overall tasks of the Embassy include public diplomacy, supporting business and trade, regional development cooperation as well as consular services, and has 32 employees.

The Embassy's Section for Politics, Trade and Culture is responsible for political and economic reporting related to South Africa, Botswana, Namibia and Lesotho, as well as for the Embassy's promotional activities, events and communication in these countries.

The position as Policy officer and project manager is suited for someone who is outgoing and able to take initiatives, with a strong interest in International Relations, political and economic affairs, climate and environmental affairs, and in initiating and organizing impactful events and programmes. The successful candidate might already be working with policy and advocacy at an Embassy, in an NGO, international organization or PR agency.

Responsibilities will include:

- Planning, coordinating and executing physical & online events for the Economic and Political Section;
- Main contact point for issues and policy development relating to areas such as democracy, human rights, sustainability, climate change, environment, water and energy (other areas might be added depending on the profile);
- Monitoring and analysis of press, media and other reports on developments in South Africa, Namibia, Botswana and Lesotho;
- Contributing to briefing papers, reports, wider research pieces, speeches etc.;

This position will include the promotion of Swedish values and positions on issues like gender equality, human rights, including LGBTQIA+ rights, SRHR, innovation, trade, higher education, climate and environment.

Requirements

- Strong initiative, self-motivation and drive;
- Strong analytical skills;
- Excellent social and networking skills;
- Strong mastering of spoken and written English and highly developed communication skills;
- Problem-solving, attention to detail and efficient administrative skills;
- Ability and interest in teamwork;
- Bachelor's degree (minimum) in relevant field;
- The applicant needs to be a South African citizen or have a valid work permit for South Africa;
- Applicants must have a clean criminal record;
- Security clearance from relevant Swedish authorities will have to be obtained based on a South African police clearance;
- The successful applicant embraces the Embassy's core values of equality and openness and enjoys the idea of representing Sweden to peers.

Merits

- Work experience from other Embassies, public administration, Embassy work, NGO's, private sector;
- Experience from project management;
- Experience of working with relevant fields, such as climate change, the environment, energy and/or water. Experience from working on democracy or human rights.

How to apply

An application including motivational letter of no longer than one page and a CV no longer than two pages in length should be sent to the Embassy at recruitment.pretoria@gov.se **no later than 20 December 2024**. We ask you to please not send any other documentation at this point in the process.

Starting date: as soon as possible, please indicate notice period in your application.

Employment conditions:

The position is parental leave fixed term contract ending 30 July 2024. The salary is individual and adapted according to relevant professional experience. In addition to this, the employee will also receive a 13th month salary as well as medical coverage for themselves and immediate family (spouse and children under 19 years) – among other benefits.

Contact:

For more information regarding the position please contact the Embassy of Sweden:
recruitment.pretoria@gov.se